

**Municipal Buildings Strategic Plan
Advisory Committee**

Minutes

Thursday, October 30, 2014

7:00pm

Newtown Municipal Center
3 Primrose Street, Newtown, CT 06470

THESE MINUTES ARE SUBJECT TO APPROVAL BY THE
MUNICIPAL BUILDINGS STRATEGIC PLAN ADVISORY COMMITTEE

The Municipal Buildings Strategic Plan Advisory Committee held a regular meeting on Thursday, October 30, 2014 in the meeting room at the Newtown Municipal Center, Newtown. The meeting was called to order at 7:05 pm.

Present: Chairman Jay Maher, Bill Brimmer, Walt Motyka, Jim Filan, Scott Cicciari, Mike Marinaccio, Michelle Ku

Absent: Paul Lundquist, Kathy Hamilton, Rebekah Harriman

Others Present: Geralyn Hoerauf of Diversified Management, one member of the public

1. Review and Approval of Minutes: Correction to minutes on third page, second paragraph, sentence should read Rebekah Harriman, not Hamilton.

Motion: Chairman Jay Maher motions to accept minutes. Walt Motyka seconds and the motion is approved unanimously.

2. Review Mission Statement and Finalize: Geralyn handed out a worksheet (attachment A) stating the mission statement as proposed at the last meeting. Also on the worksheet was a proposed revised mission statement. Committee members discussed the revised proposed mission statement and made changes to read as follows:

Develop strategic recommendations for the re-use, renovation and/or possible disposition of all town-owned buildings and properties based on a comprehensive analysis of both physical conditions and space need functions for each such building or property. The resulting written plan would be used to inform such decisions as to the future use of buildings and properties over the next decade.

Motion: Jim Filan motioned to adopt mission statement as revised. Walt Motyka seconded the motion. All approved.

3. Review Documentation of District and Town-Owned Properties: GERALYN passed around a properties tabulation sheet of the Town and School buildings (attachment B). Sheet includes information like the year the various buildings were built, square footage, etc. The intent was to create a facilities assessment and start a list of what we know was last renovated, installed, etc. GERALYN is waiting on more information from Fred Hurley regarding the chart.

Walt suggested adding the future Sandy Hook school to the chart as a building to be aware of in committee's discussions. Michelle also suggested that the future Community Center building that is set to be built be included on the list as well.

The chart only includes buildings that are currently occupied. It does not include all town-owned structures.

There is discussion about the Hook and Ladder building. Once the fire department vacates the current Hook and Ladder building behind Edmond Town Hall, it would be turned over to the town.

Scott asks about space needs evaluation while also looking at properties. GERALYN clarifies that the intent is to do both. What does each department need as far as space?

4. Review of Previously Published Studies and Available Documentation: Bill discussed with group a basic background from the report done in 1999. Interviews were done with all the departments about their needs. The scope at the time was a lot more limited with a lot of the focus around Edmond Town Hall and whether to build a new building or expand Edmond. Fairfield Hills was not really on the radar at the time of the 1999 study and at the time the committee members of that study suggested against buying the Fairfield Hills Property.

There was discussion about the Newtown Hook and Ladder building being on the list of buildings. In the 1999 study, it was recommended that the Fire Company relocate their building. The reason it is on the list today, is in anticipation of their currently occupied building becoming vacant and turned over to the town.

The police department, in 1999, did not want to move from its location. Scott states that given the circumstances of 1999 – not owning the Fairfield Hills property – the police department did not want to move given their options, but given the circumstances today and discussions with them, their desire to now move has changed. According to Scott, they are now open to moving should the proper opportunity arise.

GERALYN brings up the point that there is no one from the Fairfield Hills Authority (FHA) on this committee. It seems like there will be a need to incorporate some things about Fairfield Hills in the discussion of buildings and space needs. This committee can't make too many assumptions without knowing what the FHA has in the works. The intent of asking a FHA member to join the committee is more a matter of sharing information rather than this committee absorbing any more responsibility.

Motion: Jim Filan motions to request that the Board of Selectan to appoint a member of the Fairfield Hills Authority to be a member on the Municipal Buildings Strategic Plan Advisory Committee. Scott Ciccari seconds the motion. All approved.

Committee agrees that it is a good idea to be aware of future buildings that are on the radar so that proper and accurate recommendations are made by the committee.

5. Discuss Potential Role of a Facility Condition Assessment Consultant: Geralyn mentions that she has a conference call on October 31 with possible consultant VFA. A handout was passed around (attachment C) about VFA who specializes in facilities assessments. They offer a variety of assessment services depending on how in depth the committee wants the information to be. They only do facility assessments and space needs assessments, but they are not designers or engineers. They are focused on developing reports. Walt asks Geralyn to get a copy of a sample “systems lifecycle” report as listed in the handout as one of their services. Geralyn will get information on potential cost for their studies.

Geralyn asks what school buildings if any we would include in the assessment. If not school buildings are included the assessment would cost less money. Walt suggests we do not look at the schools in the assessment because the school district seems to have done that work already. To pick four or five buildings to have the assessment done on, Geralyn says the general ballpark of cost would be around \$50,000.

Jim points out that next week, the Board of Education and the Superintendent will be presenting on the enrollment study that was done regarding the school system. If it looks like they will be turning over a school back to the town, what buildings are looked on in the assessment is going to change once that information is received. Jim suggests we hold back on move forward just yet with hiring a firm for a building assessment until that information is received from the Board of Education.

Mike asks the question of if there is any reason to believe the structure of the scope would be much different than the study done in 1999. Bill states that the buildings are very much the same, but what the departments had and what they used versus today is much different. Geralyn suggests that this time around, we ask the hired firm to add in an energy analysis of the buildings. This sort of analysis was not typically done in 1999. The systems will be looked at a little differently than they would have been in 1999.

6. Develop Near-Term Objectives and Timeline: At next meeting, Geralyn states she’ll be able to have more definitive information about what type of firms that might do this type of work, potential cost of the work, and at that point, the committee would need to hone in on what buildings need to be focused on and what town departments need to be focused on. From that point, the committee would be a selection process for hiring a firm to do an assessment.

Jim suggests we ask Fred Hurley to talk to the committee at the next meeting. He can give the committee more information as they have questions that a spreadsheet cannot. Jim also suggests we invite town attorney David Grogins to the next meeting so that there is a better understanding of what the committee can and cannot do.

Scott suggests a target milestone of January meeting to have the committee prepared with cost recommendations, request for proposals, etc.

7. Next Meeting Date and Set Regular Meeting Schedule: The next meetings are scheduled for Tuesday, November 25th and Thursday, December 18th both at 5:00pm in the Newtown Municipal Center Council Chambers.

Motion: Jim Filan motioned to adjourn the meeting. Scott Ciccari seconded the motion. All approved. Meeting adjourned at 8:39pm.

Respectfully Submitted,

Aileen Nosal, Clerk

Mission Statement

From last meeting minutes:

An interest in a plan that would involve determining a method for the re-use, renovation, and possible disposition of town owned buildings based on a comprehensive analysis of both physical conditions and space need functions that will allow the town to make informed decisions as to future use of buildings starting in 2016 and moving through the next decade.

Proposed revised Mission Statement:

Develop a guiding strategic plan for the re-use, renovation and/or possible disposition of municipal and school district buildings based on a comprehensive analysis of both physical conditions and space need functions for each Town-owned building. The resulting written plan would be used to inform Town decisions as to the future use of buildings over the next decade.





Building	Address	Departments	Year Built	Building Square Footage	Parking	System: Roof	Yr Last Renovated	System: HVAC	Yr Last Renovated	System: Boilers	Yr Last Renovated	System: Hot Water Heater	Yr Last Renovated
Town Hall South	3 Main Street	Emergency Communications Center Police Dept Parks & Recreation Social Services Dept	1950	10,380	53			HVAC Computer Rm	2010			HW Heater Replacement	2010
Multipurpose Building	14 Riverside Road	Senior Center Children's Adventure Center	1978	9650	36	Roof Replacement	2000	HVAC Installed	1977	Boiler Replacement	2000	HW Heater Replacement	2002
Edmond Town Hall	45 Main Street		1929	27,041									
Hook & Ladder Hqtrs	45 Main Street		1931	6227									
Newtown Meeting House	31 Main Street		1792	3032									
C.H. Booth Library	25 Main Street		1931	30,125									
Municipal Center	3 Primrose Street	Assessor's Office Building Dept Economic & Community Development Office Emergency Management Fire Marshall Finance Dept First Selectman Techology & GIS Health District Human Resources Land Use Agency Purchasing Dept Registrar of Voters Tax Collector Town Clerk	2008	38,614									
The Garage	53A Church Hill Road	Teen Center	1945	3590									
Public Works	4 Turkey Hill Road	Highway Dept Public Works Dept											
Animal Care & Control Center	21 Old Farms Road	Animal Control Division	2012	3600									
FFH Engineer's House	28 Trades Lane	Recovery & Resiliency Team	2014										
Hawley School	29 Church Hill Road	Elementary School		60,460	97								
		Original Building	1921			Replacement - Fiberglas Shingl	2010	Split Systems - Limited Area	1997	Boiler Replacement (2)	2010		
		Addition	1948			Replacement - PVC	1997			Boiler Replacement (2)	1992		
		Addition	1997			Replacement - EDPM	1997			Boiler Replacement (2)	2013		
Head O'Meadow	94 Boggs Hill Road	Elementary School	1977	65,000	96	Replacement - PVC	1998	Air/Hot Water Loop	2005	Boiler Replacement (2)	1977		
Middlegate	7 Cold Spring Road	Elementary School		57,100	75			Split Systems - Limited Area	1997	Boiler Replacement (2)	1964		
		Original Building	1964			Replacement - PVC	1998						
		Addition	1993			Replacement - EDPM	1993						
Reed Intermediate	3 Trades Lane	Intermediate School	2002	165,600	200	Original - PVC/Shingle	2002	Air cooled chiller/Hot Water lo	2002	Boiler Replacement (2)	2002		
Newtown Middle School	11 Queen Street	Middle School		175,000	148			Heat Exchangers/Hot Water Loops		Steam Boilers (4)	1950/1965		
		Original Building	1951			Replacement - PVC	2011	Split Systems - Limited Area					
		Addition	1954			Replacement - Fiberglas Shingl	2011						
		Addition	1956										
		Addition	1970										
Newtown High School	12 Berkshire Road	High School		376,321	677								
		Original Building	1970			Replacement - PVC	1997	Air/Hot Water Loop	2005	Boiler Replacement (3)	1970		
		Addition	1997										
		Portables	2006										
		Portables	2009										
		Addition	2010					Water cooled chiller/Hot Wate	2010	Boiler Replacement (2)	2010		
District Maintenance Garage				3244									
District Warehouse				9400									



Building	Address	System: Oil Tanks	Yr Last Renovated	System: Generator	Yr Last Renovated	System: Interior Finishes	Yr Last Renovated	System: Exterior Finishes	Yr Last Renovated	System: Parking Lots	Yr Last Renovated
Town Hall South	3 Main Street							Siding Replacement	2004	Parking Deck Constructed	2004
Multipurpose Building	14 Riverside Road					Flooring Replacement	1999				
Edmond Town Hall	45 Main Street										
Hook & Ladder Hqtrs	45 Main Street										
Newtown Meeting House	31 Main Street										
C.H. Booth Library	25 Main Street										
Municipal Center	3 Primrose Street										
The Garage	53A Church Hill Road										
Public Works	4 Turkey Hill Road										
Animal Care & Control Center	21 Old Farms Road										
FFH Engineer's House	28 Trades Lane										
Hawley School	29 Church Hill Road	10k gal in-ground	1991			none					
Head O'Meadow	94 Boggs Hill Road	10k gal in-ground	1998	Installed		??					
Middlegate	7 Cold Spring Road	10k gal in-ground	1991	Installed		1993					
Reed Intermediate	3 Trades Lane	20k gal in-ground	2003	Installed		2002					
Newtown Middle School	11 Queen Street	20k gal in-ground	1991	Installed		1989					
Newtown High School	12 Berkshire Road	20k gal above-ground	2009	Installed		1997					
		20k gal in-ground	1997								
District Maintenance Garage											
District Warehouse											



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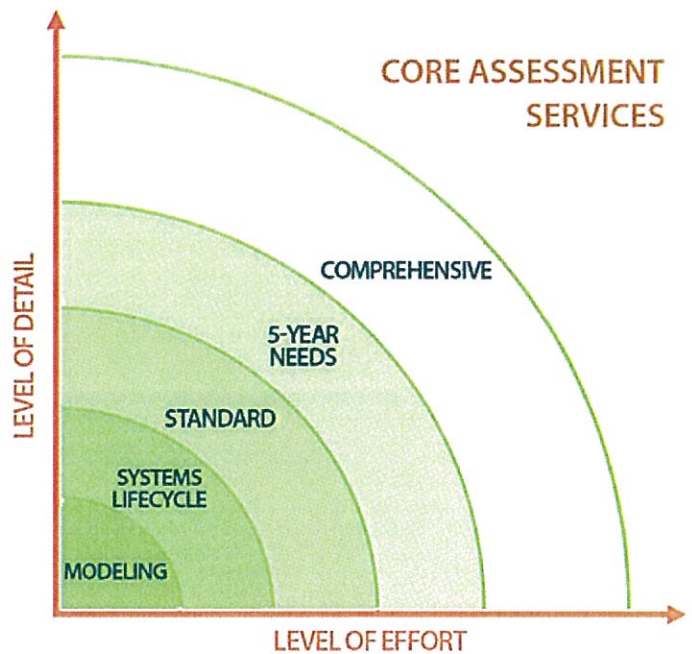
Core Facilities Assessment Services

Whether you require a baseline of portfolio-wide facility conditions, a targeted evaluation of business-critical systems, or specialized expertise to supplement that of your own staff, VFA has a solution to meet your needs. We help you determine the most cost-effective assessment approach, and ensure a consistent and objective assessment process across multiple facilities.

[Contact us](#) to learn more about choosing a service that meets your needs. You can also preview your facilities' capital funding needs by using our [Model My Building Tool](#).

SERVICES:

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[COMPREHENSIVE](#)



Modeling

DESCRIPTION

- Statistically-generated representation of the expected renewal costs based on industry model of different building types
- No on-site inspection
- Includes renewal reports and [FCI](#)

VALUE

- Rapid way to identify high level needs for future planning / budgeting
- May identify assets that require more in-depth assessment

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Systems Lifecycle

DESCRIPTION

- On-site, system level assessment for asset's capital renewal profile
- Customer-specific systems renewal cost, descriptions, and expected useful life
- Direct alignment with what is actually installed and constructed
- Includes lifecycle reports and [FCI](#)

VALUE

- Insure complete, actual representation of portfolio for future planning / budgeting (e.g. don't leave out the newer assets)
- May identify assets that require more in-depth assessment

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Standard

DESCRIPTION

- On-site inspection that utilizes a system template of the building type, expected costs, descriptions
- Template-driven short and long term requirements
- Effective for data maintenance, capital planning and budgeting
- Includes full set of standard reports and FCI
- Cost effectively integrates with [specialized assessment services](#) (Energy, Green Building and Non-Structural Seismic)

VALUE

- Short- and long-term understanding of customer assets for capital planning / budgeting activities
- Planning-level insights into deferred maintenance, near term planned maintenance, long term expected renewals

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5-Year Needs

DESCRIPTION

- On-site assessment for condition of assets over the next five years only
- Customer-specific short and long term requirements
- Direct alignment with what is actually installed and constructed
- Detailed deficiency requirements
- Full set of reports for 5-year window
- Cost effectively integrates with [specialized assessment services](#) (Energy, Green Building and Non-Structural Seismic)

VALUE

- Short term, actionable understanding of customer assets for capital planning and project execution

- Insights into deferred maintenance and planned maintenance for the next five years

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Comprehensive

DESCRIPTION

- On-site inspection that utilizes a system template of the building type, expected costs, descriptions
- Customer-specific short and long term requirements
- Includes all building systems
- Includes full set of standard reports and FCI
- Cost effectively integrates with [specialized assessment services](#) (Energy, Green Building and Non-Structural Seismic)

VALUE

- Fullest understanding of customer assets for capital planning and project execution
- Deepest insights into deferred maintenance, near term planned maintenance, long term expected renewals, and capital improvements

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